

BELMONT PUBLIC LIBRARY  
BELMONT, MASSACHUSETTS  
MEETING OF THE BOARD OF TRUSTEES

JULY 15, 2008

The meeting in the Flett Room was called to order by Chair Hal Shubin at 7:33 p.m. Present were trustees Elaine Allgood, Mary Keenan, Matt Lowrie, David Rich and Heli Tomford and Director Maureen Conners.

#### Old Business

Long Range Plan (LRP) update - About 500 people took the recent library survey, indicating that they liked what the library is doing and want more of this. More Sunday hours were among the items marked as needing expansion. More publicity is needed for future surveys, with opportunities to complete a survey outside the library. The use of the library web-site for this was discussed; e-mail reminders to patrons, such as those for books coming due, could be used to encourage them to take the survey.

The LRP group is using a wiki to review various documents. This group, appointed by the trustees, is subject to the open-meeting law. The mission statement for this LRP is a vital component which will plan an important role in future plans. A suggested revision would include the following

- promote and help build a sense of community in Belmont
- serve as a resource for open access to information, ideas, and technology for . all
- provide opportunities for enrichment and enjoyment through . . . .

Despite Norwood's library successful discretionary fund for the trustees, it was decided that our attempts to establish such a version of a sunshine fund with money from the trustees be shelved and the former process of giving money to the director for various occasions that need recognition be used.

The Circulation and Young Adult (YA) positions are vacant. For the YA position, interviews are scheduled this week. The Circulation position is being covered by fill-in hires; action will be taken in the fall.

The Circulation Desk Reconfiguration plans are proceeding with work in the library itself starting in 5-6 weeks.

Chair Shubin and Trustee Lowrie presented maps and overlays of the north side of Concord Avenue, showing a possible site there as recommended by the Capital Projects Overview Committee (CPOC). Informal discussions with concerned parties will proceed. Representative Brownsberger expects that the General Court will vote on library grants this week.

Trustee David Rich presented a proposal for Digital Media at the library. Director Conners indicated that the staff, already very busy, could start a small-scale project. This would be included in the LRP. Trustee Rich advised working with the ITAC committee on this; they are an excellent source of ideas as well as a sounding board.

#### New Business

Director Conners announced that the cleaning contract will be awarded to M&M Cleaning, a one year contract with an option to renew. This company met all criteria.

Staff Day, held on June 27th, gave library personnel a rare opportunity to discuss the LRP and other issues with each other. Technology workshops were also part of this day.

Chair Shubin will e-mail material needed for the required director's annual performance review. After action on this by the trustees, the chair will present it to the Town Administrator who has the final responsibility for the evaluation as decided several years ago at town meeting.

Future planning by the trustees will involve a look at Benton branch as well as formulating a request for an assistant director and more public staff.

The next meeting will be held on Tuesday August 12th at 7:30 p.m.

The meeting was adjourned at 9:28 p.m. on a motion by Trustee Alligood, seconded by Chair Shubin, and voted unanimously.

Respectfully submitted, Mary E. Keenan, secretary